

OP MEMORANDUM NO. 20-30-11

9 November 1984

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Computation of Home Leave for Part-Time Employees

REFERENCES: a.
b.



1. The purpose of this Office of Personnel Memorandum is to explain how home leave accrual rates are determined for eligible part-time employees. The policy which enables part-time employees, who are assigned overseas PCS in their own right and who meet the eligibility requirements prescribed in [redacted] [redacted] to accrue home leave was announced in [redacted] dated 8 June 1984.

2. The Office of Finance is charged with the responsibility of computing home leave accrual rates for eligible part-time employees, as it is for computing the rates of accrual for full-time employees. For information purposes only, the basic formula used by the Office of Finance to make the computations for part-time employees is explained below.

Step A. Determine what percentage of a 40-hour workweek the employee's schedule represents, i.e. 20 hours per week is 50% of a 40-hour workweek;

Step B. Calculate the number of days of home leave a full-time employee would earn for the same period (See attached chart);

Step C. Multiply the number of home leave days calculated in Step B by the percentage determined in Step A. The resulting figure is the number of days of home leave the part-time employee is entitled to. All fractions regardless of whether they exceed .5% are dropped.
(NOTE: The formula equates home leave entitlements in 8-hour days. Therefore, each day taken is charged and paid as an 8-hour day.)

ADMINISTRATIVE - INTERNAL USE ONLY

Examples, using the formula explained above, follow:

a. A part-time employee with a regular schedule of 20 hours per workweek completes 24 months of service abroad.

Step A. A 20-hour workweek equals 50% of a 40-hour workweek.

Step B. Fifty percent (50%) of the full-time accrual of 30 days for 24 months of service equals 15 days of home leave.

b. A part-time employee with a regular schedule of 27 hours per workweek completes 25 months of service abroad.

Step A. A 27-hour workweek equals 67.5% of a 40-hour workweek.

Step B. Sixty-seven and a half percent (67.5%) of the full-time accrual of 31 days for 25 months of service equals 20.9 days of home leave. The fraction must be dropped. The amount of home leave therefore is 20 days.

3. As is the case of full-time employees, part-time employees may be eligible to accrue home leave but the actual granting of home leave is based on the provisions of

1

Robert W. Magee
Director of Personnel
OPM 14-84

Attachment

Attachment to OPM 20-30-11

HOME LEAVE EARNING TABLE

(Full-Time Employees)

<u>Months of Service Abroad</u>	<u>Earning Rate (in days)</u>
1	1
2	2
3	3
4	5
5	6
6	7
7	8
8	10
9	11
10	12
11	13
12	15

ADMINISTRATIVE - INTERNAL USE ONLY